Proposal for New Faculty Hiring Process
As presented at Faculty Senate 19 September 2006.
(This proposal still needs to be approved and endorsed by the Provost office)

- Offer letters to new faculty, from the Provost will include information related to Pre-employment sessions which will be offered throughout the summer, for new faculty to complete official employment paperwork
  - These sessions will be facilitated by HR and will be held in June, July and several times in August
  - New faculty will be required to participate in one of these sessions, no later than the date they are expected to report on campus
    - They will be referred to HR to register for a specific session and encouraged to contact that office if questions arise
  - It is expected that the Pre-employment session will last for 1 – 1 ½ hours
    - In addition to the completion of new hire paperwork, HR will present benefit information
- Offer letters will also include a checklist of forms to be completed as well as documents required for completion of forms (example attached)
- Provost office will provide all necessary information to the Human Resources office in advance of the sessions (examples attached)
- Once the paperwork is completed by the new faculty, HR will enter the information into the system – regardless of the effective date of hire
  - HR does not “hold” the paperwork
- IT is working on establishing a new programming criteria which will allow for access to email, Blackboard, etc, prior to the effective date of hire
  - Currently they work with HR on a case-by-case basis to override current programming
    - Without this programming change, there could still be an issue with access prior to the effective date of hire
Examples of information to be provided by Provost office:

- Name
- Social Security Number
- Position Title
- Job Code
- Department
- HR Dept ID
- Routing Code
- Campus Address
- Campus Phone
- PS Position Number
- Total FTE
- Hourly (Non-exempt)  Monthly (Exempt)
- External Hire  Internal Transfer/Promotion
- Full Time/ Part Time/ Temp
- Rate of Pay
- MO Code: PS Account: Fund Code: Amount/%:
- Start Date: End Date
- Tenure status
- Approval to Hire form
- Request to Fill form
- Application/Curriculum Vita
New Hire Paperwork Checklist:

___ Direct Deposit Form
   (voided check attached)

___ W-4
   (Federal and State)

___ Appointment Notification Form

___ Faculty Pay Options form

___ I-9 form
   (with appropriate documents)

___ Personal Data Form (PDF)

___ Copy of Social Security card

___ FICA checklist

___ IT contract